

UINTAH SCHOOL DISTRICT

Notification of Vacancy 07/27/11

POSITION TITLE: _____ DATE: _____

Program Funding Source (i.e., School Trustlands, Regular Ed., etc.): _____

Method of advertisement: internal, external, or both: _____

Applicable Salary Schedule for Position:

- _____ Part-time _____ Hours per week
- _____ Classified _____ Hours per week
- _____ Teacher
- _____ Administrator
- _____ Athletic Coach Volunteer Stipend
- _____ Substitute Teacher _____ Full day _____ Half day

Building Access Authorization:

- _____ ID Only
- _____ 24-hour Access, 7 days per week
- _____ 6:00 AM – 10:00 PM, 7 days per week
- _____ 6:00 AM – 10 PM, 5 days per week
- _____ 8:00 AM – 5:00 PM, 5 days per week
- _____ Other (please specify) _____

First Review Date: _____ Interview Date & Time: _____

Estimated length of each interview: _____

Additional preferred qualifications, other than those included on standard job description:

Please Attach:

_____ Letter of resignation from outgoing employee, if applicable

- o Name of outgoing employee _____

_____ Questions, with scoring rubric, to be used for on-site interviews

After you have completed the above, submit this form – with letter of resignation, if applicable, and interview questions/scoring rubric - to Cathy Bilbey in the Business Office. She will then forward it to the appropriate program accountant for a budget number and signature of approval indicating that adequate funding is available before submitting to human resources department.

Principal / Supervisor Signature _____ Date _____

Business Office Signature _____ Date _____

Budget Number _____ Program: _____